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|  | Request for Advice  Financial Reporting and Framework |
| **Purpose** - This form is to be submitted by anyone seeking information/advice from the Financial Reporting and Framework (FRF) in the ACT Chief Minister and Treasury Directorate.Information/advice requested may include (but are not limited to) guidance relating to:The application of ACT Accounting Policies;The application of Australian Accounting Standards;The preparation of financial reports including the Model Financial Statements; andThe application of the Financial Management Act (FMA) and applicable guidelines.**Contacts** – If you have any questions please contact one of the following:  |  |  |  | | --- | --- | --- | | ***Name*** | ***Phone (02)*** | ***Email*** | | Hamish Palfreyman | 6205 7810 | Hamish.palfreyman@act.gov.au | | Melissa Mitchell | 6205 3920 | Melissa.mitchell@act.gov.au | | |

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| Part A: Description of the Advice Required | | | |
| Please provide a short description of the advice required. Further background information (if necessary) should be included in Part E on page 2. | | | |
| Part B: Timeframes | | | |
| **Time frame in which advice is required:** | **Urgent  24 -48hours** | **Semi Urgent  1 - 3 Weeks** | **Other please specify time frame** |
| **Specify Reasons for timeframe indicated above:** | | | |
| ***Please note:***  *Upon receiving this request form and considering the timeframes stated, we will assess when we can provide any advice to you, and will confirm our commitment with you.* | | | |
| Part C: Requestor’s Details and Manager of Strategic Finance (SOGA or above) Authorisation | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Name**: | | | | | Email: | | Contact Number(s): | | | ACT Government Agency: | | Branch/Unit Name: | | | **Authorised by** | | | | | Name: | Position: | | Signed: | | | | |

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| Part D: Similar Advice | | | | |
| Has similar advice been requested already? | | | No  Yes | |
| If yes, please specify any details of that request and any subsequent advice provided: | | | | |
| Have you reviewed the ACT Accounting Policies provided on the Accounting website? https://apps.treasury.act.gov.au/accounting | | | No  Yes | |
| Part E: Include all relevant background information | | | | |
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| Part F: What is your suggested response/treatment? | | | | |
| Please reference relevant pronouncements (i.e. Accounting Standards, ACT Accounting Policy, FMA etc) including references to specific paragraphs. | | | | |
| Part G: Relevant Supporting Information | | | | |
| Advice provided is based solely on information supplied to the Accounting Branch. It is essential that **all relevant** information be provided with this request form.  **Please list supporting documentation provided:** | | | | |
| **Financial Reporting and Framework (FRF) branch:** | | | | |
| Confirmation sent | Task Logged | Task Allocated | | Timeframe Agreed |
| File Directory Created   Financial framework\ Accounting Advice\ | | **Actioned by:** | | **Reviewed by:** |
| **Date Due:** | **Date Complete:** | **Signed:** | | **Signed:** |